



**Town of Arlington, Massachusetts**  
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## **Building Committee Minutes 9/15/2009**

TOWN OF ARLINGTON  
MINUTES  
COMMITTEE MEETING  
PERMANENT TOWN BUILDING COMMITTEE  
Tuesday September 15, 2009

PRESENT: John Cole, William Shea, Rob Juusola, Mark Miano, Suzanne Robinson, Robert Jefferson

ABSENT: Brian Sullivan, Michael Boujoulian, Jeff Thielman

GUESTS: Kevin Nigro  
Jeff Shaw – Donham & Sweeney

The meeting was called to order at 7:30 p.m.

### HIGHLAND STATION

The committee reviewed the 75% completion CD's. There were a number of suggestions that are covered in Donham and Sweeney's attachment.

Allen & Major Associates have been contracted to prepare a request for determination before the Arlington Conservation Commission. Tim Williams of Allen & Major Associates has already contacted Cori Beckwith. Mr. Williams will inform the committee of the scheduled appearance before the Arlington Conservation Commission.

Attached to the minutes are the meeting minutes that Suzanne Robinson had with Donham & Sweeney regarding the LEED work plan.

Kevin Nigro gave further details on locating the temporary Highland Station in the Town yard.

Chairman Cole met with Mr. Foscett of the Capital Planning Committee and discussed the serious water infiltration at the Central Station. Mr. Foscett agreed to support adding the water proofing project to the Highland Station Renovation so that the committee could advertise both Highland and Central stations as a combined project.

The following invoices were approved:

Donham & Sweeney Invoice

Highland Station:

8/1/09 -8/31/09 Professional Services \$ 71,500.00  
 # 3 (PHASE 2)  
     Reimbursable                      174.99  
     \$ 71,674.99

PMA Consultants Invoice

7/1/09 -7/31/09 Staff Charges        \$ 3,515.86

Petroleum Management Services, Inc.

Invoice # 5619 remove fuel tanks    \$ 1,500.00

Caffrey Roofing & Painting Co.

Invoice # 931 core cuts                \$ 200.00

Approved minutes for 8/4/09 meeting.

Below are the notes of Donham & Sweeney:

J. Shaw delivered an 85% complete set of progress construction drawings.  
 J. Shaw presented the latest cost estimate, based on 70% complete drawings. The estimate was in a comparison format with the March, May, and July estimates.

The new Project Cost Estimate is \$4,176,287, down about \$240,000 from the July estimate. The estimate incorporates a 2% escalation cost, providing for a spring 2010 bid date. Comments include:

- D&S to raise the project contingency back to \$300,000 from \$211,047.
- Temporary Housing is a budget number and does not incorporate any recent information from Kevin Nigro.

Kevin Nigro presented his review of a 50% set of construction documents. A list of incomplete work was distributed and reviewed. Most comments described items yet to be fully coordinated between all disciplines. D&S to meet with Kevin and review the list in detail.

D&S to further describe in more detail the spacing and number of utilities scheduled to run beneath the driveway area.

D&S reviewed finish selections for the floors, walls, base and ceiling in various areas of the building. The committee recommended some changes:

- Epoxy finish at lowest stair landings in 2 back stairs
- Replace vinyl base with rubber
- Specify aluminum clad wood windows
- Add down-lighting on a time clock to cupola
- Get incremental cost for with plaster on blue-board instead of drywall

D&S to get clarification from MEP engineers on the following:

- Cistern installation is required to be by plumbing trade (typically civil –beyond 10' from building). Purple colored piping if using rainwater.
- Ramifications of switch to wall mounted cooling in fitness room
- Calculations for large HW heater (D&S offered that it was due to large volume of tempered water required by code at deluge shower)
- Required run time for pump attached to boiler. Scenario given: 60 deg. day only one zone calls for heat, does the pump run continuously to cycle water so it is always immediate?

J. Shaw presented an updated LEED worksheet showing 32 credits in the "yes" column with 33 needed for LEED Silver rating. J. Shaw recommended 3 additional credits to have a safety margin; MR4.1 Recycled Content, MR7 Certified Wood & EQ3.2 IAQ Management.

M. Miano developed a credentials letter that supports his ability to be the commissioning agent, this was reviewed by S. Robinson. S. Robinson will organize the committee to provide the following:

- Commissioning specifications
- Thermal comfort survey
- Green cleaning requirements
- Owners Project Requirements (OPR) document
- Low-Emission, Fuel-Efficient vehicle sticker plan details
- Review of D&S specifications for LEED compatibility
  
- D&S to provide Basis of Design after being given OPR document
  
- D&S with input from S. Robinson to incorporate LEED requirements into the Town's construction contract.

B. Shea noted that a consultant was hired last week to begin the NOI filling. Contact information to be sent to D&S in order to coordinate with civil engineers.

K. Nigro reported the progress on the temporary quarters. Housing trailer located in front of a 40'x40' temporary building, with two 12'x12' overhead doors – offset in elevation to allow access around trailer. Membrane on steel frame type temporary structure with possible insulation package.

- J. Cole reported on a meeting with the Capital Planning Committee chair:
- Central station emergency repairs are needed and can go forward
- Central station work should be combined with Highland station work
- Highland station budget is within acceptable margin of variance
- D&S was requested to plan for May 2010 Town Meeting with the following schedule items:
  
- Mid-February 2010 CD's to bidders for work at both stations
- Start construction July 2010
- Temporary housing in place by Winter 2010

K. Nigro to get a copy of the Town's "front end" of the Construction Manual including the contract and general conditions. D&S to include in their schedule a last meeting with the Historical Commission to review work at both stations.

#### REVIEW OF LEED ITEMS:

Project: Arlington Highland Fire Station  
 Date: Wednesday August 19th, 2009, 2 pm  
 Issued by: Suzanne Robinson, PTBC  
 Issued to: Members of PTBC  
 Donham & Sweeney

The following are notes from a meeting held with Jeff Shaw (Donham & Sweeney) and Suzanne Robinson (Permanent Town Building Committee) at Donham & Sweeney Architects. The LEED-NC v2.2 Workplan dated Aug 4, 2009 and issued by Donham & Sweeney was reviewed and discussed.

1. SSsp1, Beales & Thomas are working on putting together a Construction Activity Pollution Prevention plan that will be incorporated into the drawings and specs.
2. SSsc1, SSsc2, SSsc4.1, SSsc4.2, SSsc4.3, and SSsc4.4 have been completed and are uploaded onto LEED Online.
3. SSsc3, the oil tanks just removed from the station have potential of contribution to the Brownfield Redevelopment if any mitigation occurred. JS looked into this prior to the meeting minutes being released and nothing was spilled. Therefore this credit remains unattainable.
4. SSsc4.2, Verify that the showers and changing rooms need only be provided to the workers and not visitors to meet the credit requirements. They are currently located on the second floor.

5. SSc4.3, A narrative is needed explaining how the preferred parking for low-emitting/fuel efficient cars will be carried out and enforced. Provide the chief/fire house with a packet explaining what is permissible. Potentially have special parking tags given out to workers who qualify. To be coordinated with the chief.
6. SSc8, although the light pollution credit is not likely to be met, it is still requested that the majority of lighting meets the requirements, where possible. This includes the selection and location of interior fixtures located near windows as well as exterior lighting. Alternatives to uplighting the flag should be considered, if lighting is required.
7. WEc1 is uploaded onto LEED Online. There is currently no irrigation on site.
8. WEc3, it has been requested that the fixtures being selected and initial LEED calculations be sent for review. Need to explain difference in gender split (not 50/50) and hours of operation (24 hour). It is recommended that low-flow/dual flush toilets be used, pint sized urinals, and lowflowbathroom sinks be targeted.
9. EAp1, currently two issues need to be addressed to verify this prerequisite is being met.
  - a. An OPR and BOD need to be developed. SR will work on developing the Owner's Project Requirements (OPR) for review by the Arlington PTBC for the next meeting. JS will coordinate the designers in developing the BOD (Basis of Design) to present at the next PTBC meeting.
  - b. The town would like to use town staff in the role of commissioning agent. However, qualifications of meeting the LEED requirements for commissioning (which is different than standard commissioning) need to be verified in writing. Once established, commissioning specs need to be provided to be incorporated into the current spec document and a commissioning plan needs to be developed.
10. EAp2, it has been requested that the required ASHRAE forms be filled out for review and coordination purposes.
11. EAp2, EAc4, it has been requested that a summary of the refrigerants and quantity be provided for the systems currently being selected/considered. This information is to be considered as part of the final selection and an option is provided that meets the EAc4 requirements (or an explanation why this can't be done). EAc4 has been moved from "no" to "maybe no" during this investigative stage. The ME has stated LEED will not accept a field installation Rx system which is located in the offices. The source of this statement has been requested.
12. EAc1, the current approach is to review the prescriptive requirements for Option 3 – Prescriptive Compliance Path: Advanced Buildings Core Performance Guide. SR has provided JS with the documents to review and JS to report on what components of the current design do or do not meet the requirements and what options we have to consider. If the prescriptive approach does not work, energy modeling would be considered but is currently on hold. JS currently reviewing the Advanced Buildings Guide. In addition it has been requested that calculation information be provided on sizing the systems, including thermal loss calculations and other assumptions for the PTBC to review. This is a follow up from the request made at an earlier PTBC meeting.13. EAc5, measurement and verification do not fit in with the requirements of the owner and has been moved from "maybe no" to the "no" category.
14. MRp1, currently recyclables are being collected in the kitchen island. It is recommended that paper bins be provided in the offices as well. Next step is to identify where these recyclables go until they are collected. What is the current procedure? Potentially use part of the building and ground maintenance room if needed. JS to coordinate with the chief.
15. MRc1.1 is close at 76.6% but meets the 75% requirement. To be posted on LEED Online.
16. MRc2, construction waste requirements to be included in the specs.
17. MRc4-7, potential of achieving some material credits if target materials. JS to send 50% CD estimate for SR to review and provide feedback on potential materials to target that have a low/no cost implication.
18. MRc7, not much wood in the project which might make this credit inexpensive to achieve. Wood items identified include stairs, wainscoting, millwork, blocking, and shelving. It has been requested that FSC products are included in the specs and a deduct alternate be created for non-FSC wood. PTBC to determine at that point if the credit is worth pursuing.
19. EQp1, EQc2, it has been requested that the ventilation calculation be provided for the current design.
20. EQc1, it has been requested that the location of occupancy sensors (CO2) be provided.
21. EQc3.2, it has been requested that an estimate of what the flush out time will be with the current design be provided. Assume flush-out will occur in December but include information of potential impact on length of time if the construction schedule is shifted (i.e summer with humidity).
22. EQc5, the achievement of this credit is not likely. The fire doors are considered a main entry point to the building and would need some equivalency to the walk-off mats. In addition the current equipment in the design cannot support the MERV 13 filters and would require supplementary systems. In addition the units may need to be upsize to "push" the air through the higher filtration. This credit is considered a "no".
23. EQc6.1, EQc6.2, it has been requested that draft LEED calculations and drawings be provided based on the current design. Verify through CIRs how to handle 'residential' applications.
24. EQc7.1, it has been requested that draft documentation be provided based on the current design.
25. EQc7.2, SR to coordinate with the chief about developing the thermal comfort survey and plan and to provide assistance.

26. EQc8.1, JS to provide daylight calculations for SR to review to make sure the credit is not achievable. Most likely not.
27. EQc8.2 is uploaded to LEED Online.
28. IDc1.1, education program to target tours and signage. Signage and tours can be limited to the first floor and outside. Credit to be deferred until the construction phase so the most updated information is incorporated.
29. IDc1.2, SR to coordinate with Mark about developing internal Arlington green cleaning plan.
30. IDc1.3, verify enough processed water on site to meet the ID requirements – in LEED Reference Guide.
31. IDc1.4, mostly 2x2 and strips with some recessed cans in current lighting design. SR to provide sample requirements from LEED-EBOM for JS to review and assess fixture selection. All lighting to be included – including site lighting as well.
32. IDc1.alt identified potentially as exemplary performance for WEc3, depending on plumbing fixture selection. From SR experience, with the focus on toilets, urinals and bathroom sinks, this will likely be achieved. To be reviewed with the plumbing calculations.
33. Unclear if Arlington has a specific contractor contract. To be investigated. If so, it should be reviewed and potentially reworked to ensure LEED items are worked into this new generation of contracts. JS and SR to look into.
34. LEED boundary is set on the site boundary.
35. SR to review and provide feedback on items uploaded onto LEED Online. JS to invite her to join the team on LEED Online.

If you have any comments or corrections to the minutes please email them to Suzanne Robinson.

Meeting adjourned at 9:30 pm

Respectfully submitted,

Bill Shea